

## WYLD TECHNOTE: Add a Brief Title in Circulation

Instructions are for creating an “OnTheFly” record for the circulation of uncataloged materials.

The Add Brief Title wizard is located under the Items group of wizards in the Circulation Toolbar.

Set Properties: Steps 1-3

Add Record: Steps 4-7



1. Right click on this wizard to set properties.

2. Set default values on the Defaults tab.

**Format:** ONTHEFLY

**Use entries:** SELECTED ENTRIES One option from the drop down menu. If this option is chosen, specific tags can be entered in the datawell directly below.

The options shown below are for ISBN (020), Author (100), Title (245).

**Type:** Item type ONTHEFLY

**Library:** Your library's code

**Home location:** CATALOGING

**\*\*Note:** Format, Type, and Home location can all be used in reports to find these specific materials.

Display property page: ☐ Wizard Startup ☒ Never

**Behavior** Defaults

Format:

Use entries:

☐ Shadow title

☐ Permanent

☒ Circulate

Type:

Library:

Home location:

Optional Fields

Item cat1:

Item cat2:

OK Cancel

3. Set default values on the Behavior tab as shown below.

Display property page: ☐ Wizard Startup ☒ Never

**Behavior** Defaults

☒ Auto-generate item ID when adding item

☐ ISXN warnings must be acknowledged

Modify

☒ Call number

☒ Library

☒ Item type

☒ Home location

☒ Item ID

☒ Item category 1

☒ Item category 2

At end of wizard

☒ Show checked buttons ☐ Perform selected action

Show

☒ Add Another Brief Title

☒ Make More Changes

☒ Close

Perform

☐ Add Another Brief Title

☒ Close

OK Cancel

**\*\*Note:** The “ISXN warnings” setting enables the system to alert you if an invalid ISBN or ISSN has been entered. It will still accept the invalid ISBN; it just lets you know it is invalid.

Although this is a worthwhile feature to have on permanent records, determine for yourself if you wish to have this feature activated in this wizard for the creation of temporary records.

Click the OK button when finished setting properties.

**\*\*Note:** It is important to change the default title (245 tag) to the title for the item being checked out. It is difficult to verify a user has an item checked out if no valid title is provided.

A valid call number and item ID should be entered if that information is available.

4. Click on Add Brief Title wizard to create an ONTHEFLY record.

A template will display with the values set in the properties settings.

5. Enter information for the prompts selected.

6. Click on Add Brief Title button to save changes and display the Complete window.

7. Click Close button in Complete window when finished.